

Buyer (Purchasing)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Range: \$32,970.99 - \$45,000.00

Location: Atlanta, GA

Opens: August 19, 2016

Closes: September 9, 2016

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Buyer**



Website: www.gba.ga.gov

Position Overview

Duties: Under supervision of the Procurement Services Manager, serves as a Buyer or Procurement Specialist. Provides research and analytical support for complex category procurements in a variety of purchasing activities, and/or will lead less-complex procurements, as assigned. Supports and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost in an effective and efficient manner. Develops and maintains effective working relationships with internal and external stakeholders. Responsible for the processing of solicitations, bid evaluations, award recommendations, contracting, and the vendor performance evaluation processes. Provides support for the Procurement Card program daily.

Minimum Qualifications (Agency Specific): Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field **AND** three (3) years of experience in a purchasing environment or seven (7) years progressive procurement experience in the public sector; and must successfully pass a credit check.

Preferred Qualifications (Agency Specific): Preference will be given to applicants who in addition to meeting the minimum qualifications possess one or more of the following:

- Certified Public Procurement Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification as administered by the Universal Public Procurement Certification Council (UPPCC).
- Certification as a Certified Procurement Manager pursuant to the requirements of the Institute of Supply Management (ISM).
- A four year degree from an accredited university or college in materials management with an emphasis on public sector procurement.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.